



City of Cleveland

Department of Community Development

Property Donation to the Land Reutilization Program

Given the City's shrinking resources for maintaining property, all potential donations are vetted against a number of factors to determine whether the City of Cleveland will accept vacant lots into its 'Land Bank'. An application to donate a vacant parcel does not in any way commit the City to accept it. Property transfers must be completed according to the following Land Bank Program practices.

The initial screening step of this process is to conduct a lien search and review pertinent information related to the subject property. If you are interested in having the City start its review process by obtaining a lien search, please complete the City's Questionnaire and submit it along with a certified check or money order made payable to the City of Cleveland in the amount of \$100.00 to: Dept. of Community Development, 601 Lakeside Ave, Room 325, Cleveland, OH 44114.

Listed below are the City of Cleveland guidelines for accepting vacant parcels into the City of Cleveland Land Bank:

- A lien search conducted on the property must indicate marketability of title.
 - Upon receipt of a \$100 fee to cover costs (money order made out to the City of Cleveland), the City will order a lien search to confirm marketability. If you are not the sole owner of the property, the consent of the co-owner(s) must also be provided.
- Donors will incur a one-time charge to help defray the City's future cost of maintaining the donated property. The fee ranges from \$100 to \$300 per parcel.
- If costs have been incurred by the City on parcels you propose to donate, the City must be reimbursed.

Those costs include, but are not limited to, charges for property maintenance, demolition, and water and sewer usage. You must contact the City's Division of Assessments and Licenses (216-664-2260) and the Division of Water (216-664-2444) to identify and satisfy outstanding charges. Those entities will provide you documentation that no charges exist.

NOTE: Cuyahoga County requires that property accepted into the City's Land Bank be "certified tax delinquent" in order to comply with Land Bank statutes. Applicants can confirm the tax status of their property with the County Fiscal Office at 216-443-7010 or online at www.fiscalofficer.cuyahogacounty.us/en-US/REPI.aspx. Additionally, the County mandates that if there already is an active property tax foreclosure action on a parcel, any costs associated with that initiated foreclosure must be satisfied with the County Treasurer as part of any potential transfer process. Cuyahoga County governs how and when a municipality may acquire a parcel into its Land Bank program.

Should you have questions or need additional information, you may call us at 216-664-4105.